



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 3130.1A

B 032

20 NOV 1998

MARINE CORPS BASE ORDER 3130.1A

From: Commanding General
To: Distribution List

Subj: SEARCH AND RESCUE OPERATIONS

Ref: (a) MCBO 3730.1
(b) MCBO 5740.1A

Encl: (1) Format for Request for Humanitarian Assistance
(2) Format for Lost Personnel Information Report (LPIR)
(3) Contact List
(4) Notification Matrix

1. Purpose. To provide information and specific guidance for search and rescue (SAR) operations to locate lost or missing persons on the MCB, Quantico reservation and in adjacent communities.

2. Cancellation. MCBO 3130.1.

3. Summary of Revision. This revision makes directions more explicit and better delineates the roles of key players. Enclosure (4) was added to assist in coordination efforts.

4. Information. The procedures to employ in searching for lost or missing persons will depend on whether the search is to take place on or off the MCB, Quantico reservation. Generally, searches in communities adjacent to MCB, Quantico are Category I searches and those performed aboard base are Category II searches. The defining characteristics of these two types of searches are more fully explained below. Once missing or lost persons are located, it may be necessary to execute rescue procedures. Enclosures (1) and (2) are formats for collecting information to determine the category of search and to decide the appropriate course of action. They may be reproduced locally as required. Enclosure (3) provides a contact list to aid in control and coordination of SAR operations. Enclosure (4) provides a notification matrix depending upon the category of search.

a. Category I Search. This search category is characterized by humanitarian assistance to state and local law enforcement agencies to locate lost or missing persons in the communities adjacent to MCB, Quantico. Generally, this includes Stafford, Fauquier, and Prince William Counties. While law enforcement

agencies conduct numerous types of searches, military assistance can only be provided for humanitarian efforts. Searches for stolen property, escaped prisoners, suspected criminals, or similar purposes are not considered humanitarian and are prohibited without the express approval of the Commandant of the Marine Corps (CMC).

b. Category II Search. This search category is characterized by a search aboard the MCB, Quantico reservation controlled and coordinated by this Command using primarily organic assets. Category II searches will be distinctly different based upon whether the search is taking place on the west side of Interstate 95 within the Training Complex or aboard mainside on the east side of Interstate 95. These searches may include visitors to the Command who become lost, campers, hikers, hunters, etc., who stray into the reservation, military personnel aboard the Command undergoing training, and Command personnel who become separated from their units or otherwise disoriented in the training areas. The utmost concern to the Command in any case, is that the lost or missing person does not inadvertently enter an impact area or a downrange area where live-fire is taking place. It is essential that the Range Control Section, Range Management Branch, Operations Division be immediately notified of all lost or missing persons in any training area west of Interstate 95 so that appropriate cease-fire commands are issued and actions taken.

c. Rescue Operations. Once lost or missing persons are located, it may be necessary to conduct rescue operations if they are injured and/or they are in a perilous situation. Rescue operations may immediately follow the search and may be conducted by the personnel who performed the search, e.g., firefighters, military police, medical personnel, etc., providing they have the capability to effect such rescue with absolute assurance of safety to all involved. Treatment and/or evacuation of casualties on the west side of Interstate 95, within the Training Complex, will be directed via Range Control to proper emergency services authority and will be per current naval medical practices. Under no circumstances will a medevac be executed within the Training Complex without going through Range Control. Treatment and/or evacuation of casualties aboard mainside, on the east side of Interstate 95, will be directed by the Commanding Officer, Security Battalion utilizing the Base 911 emergency service system to the proper medical authority and will be per current naval medical practices.

5. Category I Searches - Off Base

a. Concept of Operations for searches off Base. Searches for lost or missing persons outside the boundaries of MCB Quantico reservation will be initiated by a request for assistance from an appropriate civilian authority to the Director, Operations Division or the Command Duty Officer (CDO). In the event that search parties are requested after normal working hours, during holidays or on

weekends, the CDO will contact the Director, Operations Division or the Deputy Director, Operations Division for authorization. In the event none of the above personnel can be reached, and the CDO decides to support the search, the CDO will contact the duty officers of Headquarters and Service Battalion, The Basic School, Officer Candidates School, and Weapons Training Battalion to obtain volunteers.

b. Search teams for humanitarian assistance in the civilian community will normally be composed of volunteers from organizations aboard MCB, Quantico. Search teams will be comprised of between 20 and 50 Marines, and to the extent possible, will be made up of Marines from the same unit. The efforts of each team will be directly supervised by a SNCO or officer. Government vehicles and drivers will be provided by the volunteering unit. Drivers shall remain with their designated teams while the team is deployed unless otherwise directed by the team leader.

6. Caterov II Searches - West Side of Interstate 95

a. Concept of Operations for searches on the west side of Interstate 95 (within the Training Complex). Searches for personnel within the Training Complex will be divided into phases that denote increased support and operational control to the search effort. The utmost concern to the Command, is that the lost or missing person does not inadvertently enter an impact area or a downrange area where live-fire is taking place. To facilitate the safe and efficient operation of the Training Complex, the search efforts within the Training Complex will be integrated with the real-time operations and control at Range Control.

(1) Phase I West (time determined to be lost + 2 hours): This phase occurs when the person is first determined to be missing. The commanding officer or the delegate in charge assumes responsibility as the search commander. This phase is characterized by the unit conducting its own search of the perimeter of the training areas they are using and at probable points within the training area as determined by the training plan. The commanding officer or delegate in charge of the lost or missing person(s) unit will conduct a muster of all unit personnel. At this time, the commanding officer or delegate in charge will notify Range Control that the unit is beginning Phase I of the search and provide detailed information regarding the lost person(s) name, unit, physical description, clothing/gear, and the type of activity the person(s) was participating in. The unit will then assume search command responsibility and use organic personnel and equipment to search the last known area. Calculate average movement of 2000 meters per hour, terrain dependent, from the center of the last known position or contact. Notify Range Control immediately if the person(s) is found. If the person(s) is not found after 2 hours of search by the unit, or sooner if necessary, the commanding officer or delegate in charge will notify Range Control

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that assistance is requested. At this time Range Control will begin Phase II of the search. The commanding officer or delegate in charge will employ the unit in the search effort as directed by Range Control.

Note: Special instructions to the Game Check Station (GCS) and the Game Warden regarding lost/missing hunters. If a hunter has not checked into the GCS within 15 minutes of the checkin time, the GCS will call the hunter's home or designated number. If contact is not made, the duty Game Warden will be notified and Range Control will be notified that the Game Warden is implementing Phase I of the search. The Game Warden and Range Control, if Range Control Patrolmen are available, will conduct a perimeter search of the area the hunter is supposed to be in. After a reasonable search, no longer than 2 hours, the Game Warden will notify Range Control that it is necessary to implement Phase II of the search.

(2) Phase II West (+2hrs to +4hrs): This phase occurs when the unit has failed to locate the missing person(s) and Range Management employs its personnel and assets to conduct the search. This phase is characterized by the use of previous personnel as well as Range Management Branch personnel, vehicles, and Security Battalion search dogs to search the perimeters and key points within the training area. Once the unit has notified Range Control that assistance is necessary to locate the missing person(s), Range Control assumes overall responsibility for the search and directs the actions of all units necessary to locate the missing person(s). Range Control notifies Security Battalion that Phase II of the search procedures have begun and requests that a search dog be provided and to serve as a warning order that Phase III may be implemented in 2 hours. Range Control will conduct a recall of all Range Management Branch personnel. The Head, Range Management Branch assumes responsibility as the search commander and controls all units/personnel already involved in the search. The Range Control Bldg. 24144 becomes the search command operations center (COC). The Head, Range Management Branch notifies the Director, Operations Division and provides situational reports.

(3) Phase III West (+4hrs to +6hrs): This phase occurs when the Range Management Branch has failed to locate the missing person(s). The Director, Operations Division assumes responsibility as the search commander and Security Battalion employs additional personnel and assets in the conduct of the search. This phase is characterized by the use of additional personnel and assets to establish medical and emergency readiness, public relations plans and further search and traffic control. The Head, Range Management Branch notifies the Director, Operations Division that a search with Branch assets has failed to locate the missing person(s) and that additional resources to conduct perimeter searches, traffic control, medical assistance standing by on site, public affairs support and additional search dogs are necessary. The Range Control Bldg. 24144

continues to serve as the search COC. All additional support agencies to the search shall report to the search COC to receive instructions and provide a liaison officer before entering the search. During this phase the Commanding Officers of The Basic School (TBS) and Weapons Training Battalion (WTBn) will receive the warning order that Phase IV of the Search and Rescue may be implemented in 2 hours. TBS and WTBn will implement internal procedures to enable them to provide additional personnel and assets to the search immediately upon the search commander implementing Phase IV.

(4) Phase IV West (+6 hours to completion): This phase occurs when the additional units/agencies have failed to locate the missing person(s) and the Commanding Officers of TBS and WTBn employ its personnel and assets to conduct the search. This phase is characterized by the use of large quantities of personnel to cordon and search specific areas in order to locate the missing person(s).

b. Coordinating instructions for searches on the west side of Interstate 95.

(1) The SAR communication net for searches on the west side of Interstate 95 aboard MCB, Quantico will be the Range Control Safety Net, frequency 38.70. The alternate frequency is 34.35. The following call signs apply:

(a) Range Control - Range Control.

(b) Ground Search Team(s) - Search team one, two, etc.

(c) Helicopter Search Team(s) - Will use the helicopter's call sign.

(d) Military police and fire units will use previously designated call signs.

(2) No personnel or equipment will enter into the search until directed by the search COC. All assets placed into the search will have a unit leader, an appointed location and mission, and a call sign. No personnel or equipment will withdraw from the search or its designated mission until it checks out with the search COC, and is approved to depart. Commanding officers will provide equipment for their search teams and messing/field rations/meals ready to eat to deployed search teams.

(3) Search team leaders must be sensitive to the potential for heat/cold casualties on their team and should be briefed by parent organizations prior to deployment.

(4) All medevacs will be called into Range Control (at the search COC). From Range Control, the search commander will determine the method of medical evacuation.

(a) If the missing person is found and after initial investigation (pulse/respiration) appears to be dead, all personnel will cordon off the immediate area and prevent further disturbance. Report the situation to Range Control. The search COC will dispatch personnel from Security Battalion to take over.

(b) In the case that a missing or deceased person is a civilian, communication with the person's family or emergency contacts will only be made by Security Battalion via the county sheriff. In the case that the family makes direct contact with MCB, Quantico personnel, they will be referred to the county sheriff.

(c) Injured civilians will not be transported to any Naval Medical Clinic. Medevac requests will specifically note that the medevac is for a civilian.

(5) The Director, Operations Division will coordinate with command tenants and external support agencies for any special requirements such as the Dogs Organization for Ground Search-East (DOGS-East), park police helicopters, and other military, Federal, state and local authorities as may be required (enclosure (3)).

(6) Commanding officers/search coordinators will specify required equipment for searchers, and will provide for rest/relief/rotation of searchers, messing, water, and other necessary support as may be appropriate.

(7) Requests for assistance or augmentation beyond local MCCDC capabilities must be approved by the Chief of Staff, MCB, Quantico. This may include search dog support from DOGS-East (H: (703) 775-9568) (W: (703) 663-4915) (DSN: 88-249-4915).

7. Category II Searches - East side of Interstate 95

a. Concept of Operations for searches on the east side of Interstate 95 (on mainside). Searches for personnel on **mainside** will be divided into phases that denote successively increased support and operational control to the search effort.

(1) Phase I East (Time determined to be lost + 2 hours): This phase occurs when a person is first determined to be missing. The commanding officer or the delegate in charge assumes responsibility as the search commander. This phase is characterized by the unit conducting its own search of the area. OCS searches the perimeter of the training areas they are using and at probable points within the training area as determined by the training plan. The commanding officer or delegate in charge of the lost or missing person(s) unit will conduct a muster of all unit personnel. At this time the commanding officer or delegate in charge will inform the military police that the unit is beginning Phase I of the search and provide detailed information regarding the lost person(s) name, unit,

physical description, clothing/gear, and the type of activity the person(s) was participating in. The unit will then assume search command responsibility and use organic personnel and equipment to search the last known area.

(2) Phase II East (+2hrs to +4hrs): This phase occurs when the unit has failed to locate the missing person(s) and the military police employs its personnel and assets to conduct the search. This phase is characterized by the use of previous personnel as well as Security Battalion personnel to search. Once the unit has notified the military police that assistance is necessary to locate the missing person(s), Security Battalion assumes overall responsibility for the search and directs the actions of all units necessary to locate the missing person(s).

(3) Phase III East (+4hrs to +6hrs): This phase occurs when Security Battalion has failed to locate the missing person(s). The Director, Operations Division assumes responsibility as the search commander and Security Battalion employs additional personnel and assets to conduct the search. This phase is characterized by the use of additional personnel and assets to establish medical and emergency readiness, public relations plans and further search and traffic control. The Commanding Officer, Security Battalion notifies the Director, Operations Division that Security Battalion has not located the missing person and that it is necessary to go to Phase III of the search. During this phase the Commanding Officers of H&S Battalion and OCS will receive the warning order that Phase IV of the SAR may be implemented in 2 hours. H&S Battalion and OCS will implement internal procedures to enable them to provide additional personnel and assets to the search immediately upon the search commander implementing Phase IV.

(4) Phase IV East (+6 hours to completion): This phase occurs when the additional units/agencies have failed to locate the missing person(s) and the Commanding Officers of H&S Battalion and OCS employ their personnel and assets to conduct the search. This phase is characterized by the use of large quantities of personnel to cordon and search specific areas in order to locate the missing person(s).

b. Coordinating instructions for searches on the east side of Interstate 95.

(1) The SAR communication net for searches on the east side of Interstate 95 aboard MCB, Quantico will be 34.35. The following call signs apply:

(a) Ground Search Team(s) - Search team one, two, etc.

(b) Helicopter Search Team(s) - Will use the helicopter's call sign.

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(c) Military police and fire units will use previously designated call signs.

(2) No personnel or equipment will enter into the search until directed by the search COC. All assets placed into the search will have a unit leader, an appointed location and mission, and a call sign. No personnel or equipment will withdraw from the search or it's designated mission until it checks out with the search COC and is approved to depart. Commanding officers will provide equipment for their search teams and messing/field rations/meals ready to eat to deployed search teams.

(3) Search team leaders must be sensitive to the potential for heat/cold casualties on their team and should be briefed by parent organizations prior to deployment.

(4) All medevacs will be called into the military police desk (at the search COC).

(a) If the missing person is found and after initial investigation (pulse/respiration) appears to be dead, all personnel will cordon off the immediate area and prevent further disturbance. Report the situation to the search COC. The search COC will dispatch personnel from Security Battalion to take over.

(b) In the case that a missing or deceased person is a civilian, communication with the person's family or emergency contacts will only be made by Security Battalion via the county sheriff. In the case that the family makes direct contact with MCB, Quantico personnel, they will be referred to the county sheriff.

(c) Injured civilians will not be transported to any Naval Medical Clinic. Medevac requests will specifically note that the medevac is for a civilian.

(5) The Director, Operations Division will coordinate with command tenants and external support agencies for any special requirements such as DOGS-East, park police helicopters, and other military, Federal, state and local authorities as may be required (enclosure (3)).

(6) Commanding officers/search coordinators will specify required equipment for searchers, and will provide for rest/relief/rotation of searchers, messing, water, and other necessary support as may be appropriate.

(7) Requests for assistance or augmentation beyond local MCCDC capabilities must be approved by the Chief of Staff, MCB, Quantico. This may include search dog support from DOGS-East
(H: (703) 775-9568) (W: (703) 663-4915) (DSN: 88-249-4915).

8. Action

a. President, Marine Corps University. Be prepared to provide tactical communications equipment and operators from Communication Officers School or TBS to assist in Category I or II search efforts as may be required.

b. Commandins Officer, HMX-1. On order of Norfolk SAR Headquarters, the CMC or the CG, provide available helicopter support to SAR operations as directed for humanitarian assistance.

c. Commandins Officer, Marine Corps Air Facility

(1) Per reference (a), be prepared to provide airfield services support for aircraft of the SAR efforts.

(2) Be prepared to provide rescue personnel and equipment to augment rescue operations as directed.

d. Health Care Advisor

(1) Be prepared to provide medical support for a Category I or II search as may be required.

(2) Be prepared to coordinate and control all medical efforts as may be required for a Category I or II search.

e. Commanding Officers

(1) Be prepared to provide personnel for search efforts. This involves volunteers for Category I searches and mandatory quotas that may be assigned for Category II searches.

(2) Provide a SNCO or officer as the team leader for each search group of 20-50 Marines.

(3) Provide equipment as specified or as necessary to search teams provided by your organization.

(4) Maintain contact with the Director, Operations Division or CDO for required support as appropriate.

(5) Continuously monitor the location and progress of all organic units augmenting search teams and support personnel in your area.

Note: Assignment of quotas or requests for volunteers will normally be based upon immediate support required, and may be increased due to the length of the search, terrain, or the emerging situation. Personnel requirements may or may not impact upon training. The character of the searches may shift from volunteer status to mandatory quotas should conditions require.

(6) On order, provide after action/lessons learned reports.

(7) Provide hourly situation reports to the Director, Operations Division or CDO as appropriate.

f. Director, Operations Division

(1) The Director, Operations Division will ensure that the appropriate commanding officers are duly advised, that they can support the request, that they are accomplishing the necessary tasks and are receiving other support as necessary. Should the commanding officers require additional support in executing the search, the request should be made to the Director, Operations Division who will seek assistance from other MCB or MCCDC activities. Coordinate the overall SAR effort, both on and off MCB, Quantico, depending upon whether it is a Category I or II search.

(2) Notify the Chief of Staff, MCB, of all SAR efforts.

(3) For Category II searches on the west side of Interstate 95.

(a) Task the Head, Range Management Branch to issue appropriate cease-fire and check-fire commands as required. At a minimum, cease-fire commands will be prudently issued in an expanding arc at a rate of 2000 meters per hour from the last known location of the missing person.

(b) Patrol unimproved roads with available vehicles and provide communications support to the extent possible as well as to provide explosive ordnance disposal support should entry into an impact area be required for rescue of an individual.

(4) Notify Director, Safety Division of all Category II rescue operations if the injured person is a Base resource.

g. Director, Facilities Division. On order, provide motor transportation support as required.

h. Commanding Officer, Security Battalion

(1) Command and coordinate searches on the east side of Interstate 95.

(2) Be prepared to increase patrol coverage of hard surface roads and other passable roads aboard MCB, Quantico during Category II searches to the extent necessary to provide adequate support without unduly degrading Security Battalion's ability to accomplish other primary missions.

(3) Be prepared to provide a communications relay within current capability as may be required.

(4) Be prepared to provide rescue personnel and equipment for both Category I and Category II rescue efforts as may be directed.

(5) Notify the Director, Operations Division or CDO as appropriate, when off-Base searches are requested by civilian law enforcement agencies.

i. Command Duty Officer

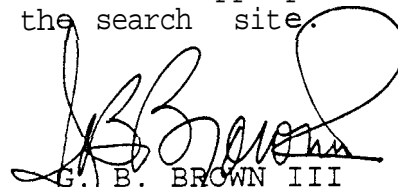
(1) Complete enclosure (1) or (2), as appropriate, when receiving a request **for** search assistance and immediately inform the Director, Operations Division of the situation. Enclosure (3) provides point of contacts to aid in control and coordination of SAR operations.

(2) On order, notify duty officers of the command for after hours recall and muster of search parties.

(3) On order, assist coordination efforts external to MCB, Quantico.

(4) Coordinate support for searches on the reservation until the Director, Operations Division or appropriate staff is (are) notified and assumes control.

j. Public Affairs Officer. Provide appropriate public affairs support at the search COC and on the search site.



G. B. BROWN III
Chief of Staff

DISTRIBUTION: A

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FORMAT FOR REQUEST FOR HUMANITARIAN ASSISTANCE

Requester

Name _____

Agency _____

Phone # _____

Support Requested _____

Description of Incident _____

Coordinator

Search Coordinator _____

Agency _____

Phone # _____

Location _____

Report on _____

Directions to Reporting Point _____

Required Equipment _____

Transportation Arranged _____

Messing/Field Messing/MRE's Arranged _____

ENCLOSURE (1)

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Units Requested to Provide Volunteers:

	<u>Point of Contact</u>	<u>Telephone</u>
HQSVCBn	_____	_____
TBS	_____	_____
HMX-1	_____	_____
MCAF	_____	_____
OCS	_____	_____
WTBn	_____	_____
SctyBn	_____	_____

<u>Volunteers Provided</u>	<u>Number of Marines Provided</u>	<u>Departure Time</u>	<u>Return Time</u>
HQSVCBn	_____	_____	_____
TBS	_____	_____	_____
HMX-1	_____	_____	_____
MCAF	_____	_____	_____
OCS	_____	_____	_____
WTBn	_____	_____	_____
SctyBn	_____	_____	_____

ENCLOSURE (1)

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FORMAT FOR LOST PERSONNEL INFORMATION REPORT (LPIR)

Name _____ Grade _____ SSN _____

Organization _____

Report by _____ (Name, Grade, and Present Location)

Location Last Seen _____
(Nearest grid coordinate or landmark)

Time Last Seen _____
(Expected time of return)

Area believed to be in and reason if different from location last
seen _____

Efforts taken to locate lost person _____

Ranges affected by cease-fire _____
(200 meters/hour from last reported position and time)

Primary OIC/SNCOIC of Training Evolution _____

Unit Search Coordinator _____

ENCLOSURE (2)

CONTACT LIST

<u>ORGANIZATION</u>	<u>PHONE NUMBER</u>
Director, Operations Division	784-2811/2658
Head, Range Management Branch	784-5322
OIC, Range Control Section	784-5321/5322
OIC, EOD Section	784-5204/5209
Military Police (Desk Sergeant)	784-2251/2252
Game Warden	784-5324
Naval Medical Clinic (NMCL)	784-1699
Ambulance/Medical Emergencies/Fire	911
TBS Medical Clinic	784-5541/5542
HMX-1 (Aircraft Support)	784-2209/2760
MCAF (Airfield Support)	784-2908/2909
DOGS-East (Search Dogs)	H: (703)-775-9568 W: (703)-663-4915 DSN: 88-249-4915
Public Affairs Officer	784-2741/2743
Motor Transport Dispatcher	784-2254/2576
Headquarters and Service Battalion	784-2264/2261
Security Battalion	784-2251/2252/2253
Officer Candidates School	784-2353/2351
The Basic School	784-5207/5211/5212
Marine Corps Air Facility (Area Commander)	784-2760/2441/2442
Marine Security Guard Battalion	784-3267/3211/3268

NOTIFICATION MATRIX

<u>CONTACT</u>	<u>SEARCH CATEGORY</u>
Director, Operations Division	I and II
Public Affairs Officer	I and II
Motor Transportation Dispatcher (as required)	I and II
Military Police	II
Appropriate Commanding Officers	II
Head, Range Management Branch	II (west only)
OIC, Range Control	II (west only)
Health Care Advisor	II
Organization S-3/Duty Officer (as required for personnel/search teams)	I and II
HMX-1, Operations (Helo support)	As directed
MCAF, Operations (Helo support)	As directed
Fire Chief (rescue)	As directed

ENCLOSURE (4)